



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1001.5C

BRSU

31 MAR 1997

BASE ORDER 1001.5C

From: Commanding General
To: Distribution List

Subj: INDIVIDUAL MOBILIZATION AUGMENTEE DETACHMENT (IMA DET)
STANDING OPERATING PROCEDURES

Ref: (a) MCO P1610.7D
(b) MCO P1001R.1 (NOTAL)

Encl: (1) IMA Drill/Annual Training Request
(2) IMA Muster Sheet

1. Purpose. To establish local policy and procedures for the operation, management, and support of the Marine Corps Base, Camp Lejeune, IMA Det.

2. Cancellation. BO 1001.5B.

3. Background. The IMA program, as established by the Department of Defense, provides for the identification, selection, assignment, and training of Selected Marine Corps Reserve (SMCR) personnel to fill critical mobilization billets on "W"-Series/Total Force Tables of Organization (T/O's). Upon the declaration of a mobilization, IMA Det members would be directed to report to Marine Corps Base (MCB), Camp Lejeune (CamLej), for extended active duty on or shortly after Mobilization Day (M-Day).

4. Definitions

a. IMA. A trained and qualified member of the SMCR who fills a critical mobilization billet on a "W"-Series/Total Force T/O and performs periods of inactive duty for training (i.e., drills) and/or active duty for training in that billet to prepare for his/her mobilization duties.

b. Operational Sponsor (OpSponsor). An active component command having responsibility (i.e., OPCON) for the training and recall of assigned IMA personnel.

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c. MCB, CamLej, IMA Billets. Specific billets designated on the "W"-Series/Total Force T/O's for MCB, CamLej, which are authorized for fill by IMA's. Each T/O billet so designated must be of such a critical nature that it must be filled on or shortly after M-Day and requires peacetime training for the incumbent.

d. MCB, CamLej, IMA Det. The peacetime administrative grouping of all IMA's assigned to the MCB, CamLej, "W"-Series/Total Force T/O's in order to facilitate training and administration. Upon mobilization, the MCB, CamLej, IMA Det deactivates automatically as the IMA's are assimilated into the MCB Active Force structure.

e. Training Sponsor. Any assistant chief of staff or subordinate unit commander within the MCB, CamLej, organization who has IMA's filling line numbers within their "W"-Series/Total Force T/O is an IMA "training sponsor." The training sponsor is responsible for training/preparing IMA's for their wartime duties/responsibilities. The training sponsor is also responsible for annual performance evaluations (fitness reports) in accordance with the schedule established by reference (a).

5. Action

a. Assistant Chief of Staff (AC/S), Reserve Affairs (RA)

(1) Assist MCB, CamLej, IMA's in accomplishing those pertinent administrative matters described in reference (b).

(2) Assist training sponsors in identifying reservists who possess the grade and MOS requirements to fill vacant IMA billets. Participate in the interview process, if requested by the training sponsor.

(3) Upon acceptance by a training sponsor, review, endorse, and submit the selected applicant's application to the Commanding General, Marine Corps Reserve Support Command (CG, MCRSC), for accession into the MCB, CamLej, IMA Det.

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(4) Assign the Mobilization Support Battalion (MSB), Mobilization Processing Center (MPC) Director/S-1 Officer the additional duty as the Officer In Charge (OIC) of the MCB, CamLej, IMA Det.

(5) Assist training sponsors in developing and implementing training programs and real time projects that will prepare IMA Det members for the successful accomplishment of their mobilization assignments.

(6) In conjunction with respective training sponsors, conduct non-billet related individual training (e.g., PFT) for all members of the MCB, CamLej, IMA Det, as required.

(7) Submit a letter to the CG, MCRSC (Code PMD-1B), identifying the individual(s) authorized to sign Drill Reports as the "Authenticating Official" whenever such assignments change. This letter must contain a sample of the signature of the individual(s) so assigned.

(8) Consolidate and submit annual budget requirements to the CG, MCRSC, (Code MTD-7A) for IMA training in excess of mandatory drill periods and Annual Training (AT).

(9) In coordination with the training sponsor, request AT orders from the CG, MCRSC, (Code PMD-1B) for periods of two weeks Temporary Active Duty.

(10) Coordinate billeting at Camp Lejeune for IMA Det members in a drilling or AT status.

(11) Prepare Section A of fitness reports on all IMA Det members and forward to all reporting seniors (i.e., training sponsors) for completion.

(12) Advise the AC/S, Manpower, as to the execution of mobilization orders of individual members of the IMA Det.

(13) Provide the AC/S, Manpower, with the name, address, and telephone numbers (both business and residence) of IMA Det members for use during a mobilization notification.

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(14) Act as OpSponsor for the MCB, CamLej, IMA Det.

b. Organizational Commanders and General/Special Staff
Section Heads

(1) Periodically review the composition of respective T/O's to ensure that they possess adequate personnel resources to support mobilization operations. Submit recommendations to the AC/S, Manpower, for the addition/deletion of IMA billets to/from respective T/O's. Each billet should exclusively support peacetime planning, preparation, and execution of assigned Marine Corps Base mobilization functions. IMA billets may not be used to fill peacetime active force staffing shortfalls.

(2) Determine IMA billet qualifications, skills, and training requirements. IMA's must be pre-trained during peacetime to ensure that they are immediately productive upon mobilization. All IMA's must perform a minimum of 12-14 days Annual Training (AT) per fiscal year and the active duty training periods (drills) designated for the particular billet. (One drill period equals four hours of duty, with a maximum of two drills authorized within any 24 hour period.) Additional drill periods (Additional Training Periods (ATP) or Readiness Management Periods (RMP)) may be authorized when the IMA member has completed his/her required drills.

(3) Conduct the IMA "hiring" interview. If desired, request participation by the AC/S, RA.

(4) As Training Sponsor for an IMA:

(a) Establish an annual IMA training plan to include specific training goals as well as projected periods of time to accomplish those goals.

(b) Establish drill dates and an AT period which are mutually agreeable between the IMA Det member and the organization to which assigned for training. Using the format contained in enclosure (1), notify the AC/S, RA, of all proposed training dates in sufficient time for the AC/S, RA, to verify drill status, estimate resource expenditure, arrange billeting, etc.

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Lead time for drills (any type) is at least 10 working days before drill date(s). Lead time for AT is at least 30 working days before commencement of training.

(c) Provide each assigned IMA Det member the opportunity to participate in required non-billet related individual training (e.g., PFT) coordinated by the AC/S, RA. IMA Det members are REQUIRED to take the PFT once during each calendar year.

(d) Notify the AC/S, RA, as soon as possible when any IMA in a training status is not accounted for in the respective unit's morning report.

(e) Certify drill attendance of each assigned IMA using the format contained in enclosure (2) and forward to the AC/S, RA, by close of business of the next working day.

(f) Submit, when required, pro/con marks and fitness reports in accordance with reference (a).

(g) Annually, during April, submit budget requirements for the following fiscal year for assigned IMA Det members to the AC/S, RA. Only training considered essential to each IMA Det member's mission/billet and in excess of that which can be accomplished during mandatory drill periods or AT should be included in the budget estimate.

c. AC/S, Manpower

(1) Order the execution of mobilization orders pre-issued to individual members of the IMA Det upon receipt of a mobilization directive from the Commandant of the Marine Corps. Notify the CG, MCRSC, upon completion of the mobilization recall and the results thereof.

(2) Initiate periodic review of "W"-Series/Total Force T/O's to ensure that the designation of billets to be filled by IMA's, preassigned Fleet Marine Corps Reserve personnel, preassigned retirees and preassigned Individual Ready Reservists are appropriate and sufficient to meet the operational requirements of MCB, CamLej, upon mobilization.

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(3) Prepare requests to the Commandant of the Marine Corps (MPC) for T/O validations, as required.

d. OIC, IMA Det

(1) Assist the AC/S, RA, in identifying, selecting, and joining new IMA Det members.

(2) Assist the AC/S, RA, in the preparation of the IMA Det budget.

(3) Assist designated Training Sponsors in developing, implementing, and evaluating training programs and projects which are directly related to mobilization duties.

6. Reserve Applicability. This Order is applicable to SMCR personnel assigned to the MCB, CamLej, IMA Det.



J. T. MURRAY
Chief of Staff

DISTRIBUTION: X

Copy to: COMMARFORLANT (RLO) (1)
CG, MCRSC (1)
CO, RSU, MCB, CamLej (10)

NOTE: To be submitted by IMA Training Sponsor at least 10 working days prior to the drill(s) or 30 working days prior to the desired Annual Training (AT) period.

From: _____
(Training Sponsor)
To: Commanding General (Attn: AC/S Reserve Affairs)
Subj: PROPOSED DRILL ATTENDANCE/ANNUAL TRAINING (AT)

1. Request IMA training be authorized as follows:

Last Name: _____ First Name: _____ MI: _____
SSN: _____ Grade: _____ MOS: _____
Home Phone: _____ Work Phone: _____
Home Address: _____

Proposed AT Dates (Not more than 2 weeks):

(From)	(To)
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Billeting arrangements are required for the nights of _____

Note: All enlisted Marines rate meal cards for every day in which two drill periods are performed and during AT duty. Meal cards are issued at the RSU.

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31 MAR 1997**IMA MUSTER SHEET**UNIT: MCB, CAMLEJ, IMA DETRUC: 88831Type of IDT: _____
(Reg, ATP, RMP, etc...)

Sign For Each Muster			
IDT Date(s)	AM	PM	PM
(date)	(name of person conducting musters)		

Name (last, ints)	Grade	SSN	Dates						TOTAL IDTs	COMMENTS
			AM	PM	PM	AM	PM	PM		

X-PRESENT*

A-ABSENT

NS-NOT SCHEDULED

Signature of Person Mustering Personnel

*An IMA member must be physically present at the time the muster is conducted in order to be marked present.

Whenever an IMA member is performing 2 drills per day, 3 musters must be conducted: at the start of the first drill, at the end of the first drill (4 hours later), and at the end of the second drill.

Name (last, ints)	Grade	SSN	Dates						TOTAL IDTs	COMMENTS
			AM	PM	PM	AM 04	PM 04	PM 04		
MARINE, I. M.	SGT	012 34 5678				X	X	X	2	

The signatures on these lines attest to the accuracy of the muster conducted, which constitutes an official statement that generates reserve pay for the individuals indicated above.

This muster sheet should be submitted to the AC/S, RA within one working day after the completion of the last drill performed.

ENCLOSURE (2)